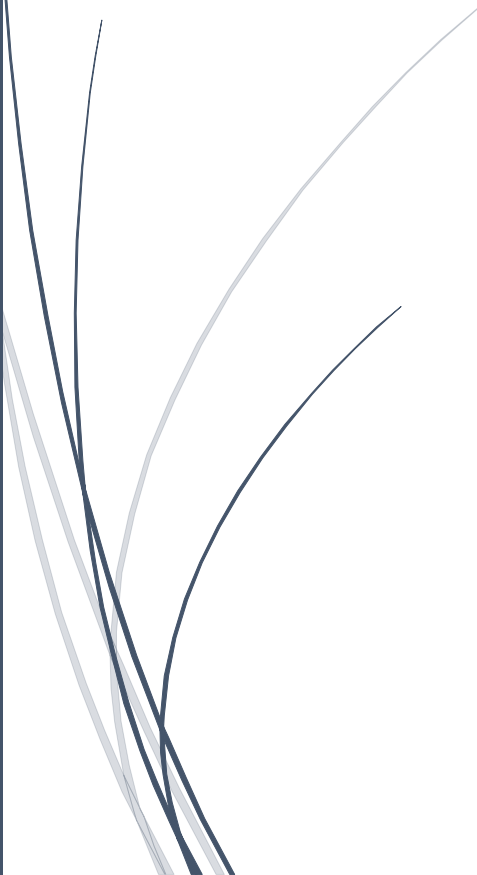7/31/2017

Curriculog Guide

Proposal Icons and Terminology

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Proposal Icons

+ New Proposal - Start a new Proposal

	- preview proposal form - start proposal
	- import from catalog - save - launch proposal
	- show help text - print - expand form to full width
	- steps to approval - attach file - crosslistings
	- summary - edit - delete
	- to view discussion; - approval steps; - attach files; - decision
	- view proposal - send message about proposal - watch proposal
	- current decision
	- rejected - - approved - - incomplete
	- Preview Curriculum - View Curriculum Schema - View Curriculum Courses

Other icons are included by Curriculog but these are not used by the ETSU curriculum process.

Important Terminology/Functions

Approving - Advances the proposal to the next workflow step.

Completed Proposal - When every step in the workflow of a proposal has been approved, then the proposal is considered completed and approved.

Custom Route - Is an additional *ad hoc* step outside the steps in the approval process. The current workflow step may choose to add individuals or a committee to the workflow by creating a custom route. Custom routes require Administrator approval.

Help Text - Help text should be turned on when completing a proposal form. When turned on, help text provides additional information/instructions pertaining to specific proposal form fields.

Impact Report - When making a revision to an existing course, you will need to run an impact report to see all courses and programs impacted by this course. This will aid in determining which departments, if any, need to be consulted. The report should be copied and pasted into the appropriate proposal form field.

Importing - Curriculog is linked to our online catalog. You can import the current course or program information into the proposal form and after launch make your revisions.

Instructions - Each proposal form begins with the 'Instructions' section. The information contained in this section is tailored to the specific proposal form and can be very helpful in completing your proposal.

Launching - Once the proposal form is complete, the proposal can be launched. Launching begins the workflow, starts track changes, and makes the proposal visible to others. Launching is only the first step of a **two-step** process to advance a proposal. Step 1: complete the form and <u>launch</u>. Step 2: make revisions (if a course or program revision proposal) and <u>approve</u>.

Add Core - CORE in Curriculog means GROUP and is not to be confused with academic major core. Whenever you want to create a grouping of courses the **Add Core** button is used.

Originator - The Originator is the person who starts a proposal. The Originator is also the first step in the proposal's workflow. The Originator must complete the **two-step** process to advance the proposal. Step 1: complete the form and <u>launch</u>. Step 2: make revisions (if a course or program revision proposal) and <u>approve</u>.

Workflow Steps - Each proposal has a unique workflow based on the provided answers to certain form fields (level of course, type of program, etc.). Also known as the Steps to Approval. When every step in the workflow has been approved, then the proposal is considered completed and approved.